

Checklist for Registering Limited Liability Partnerships

Limited Liability Partnerships

- ☐ Type of business – Limited Liability Partnership (possibly taxed as a corporation)
- ☐ Residency of business – Domestic (SC) or foreign (outside of SC)
- ☐ Unique name of corporation – a query is performed against the registration database at the Secretary of State's office to determine availability. For domestic businesses, if the name is unavailable, you can enter another
- ☐ Fictitious name of LLP if the LLP name is not unique in South Carolina (foreign only)
- ☐ Federal Employer Identification Number (FEIN number)
- ☐ Industry Classification (NAICS Code) – tables are provided
- ☐ Business in which the Limited Liability Partnership engages
- ☐ Do you need Certificate of Authority in SC, i.e., need to register with the Secretary of State's office or have presence in SC (foreign only)
- ☐ Name of state or country under which it was incorporated, date of incorporation, and period of duration (foreign only)
- ☐ Do you need to register for corporate income tax (foreign only taxed as a corporation)
- ☐ Name and address of initial agent in South Carolina
- ☐ Address of principal office if not in South Carolina (domestic only)
- ☐ Majority partner's SSN or FEIN, address, and percentage of partnership. The majority partners must own more than 50% of the business (domestic only)
- ☐ Partner name, SSN, address, and percentage of ownership (must be a minimum of two)
- ☐ Information about the previous owner if the business was acquired (domestic only)
- ☐ The Doing Business As (DBA) name, phone number, physical address, mailing address, and record address for each location in South Carolina
- ☐ Account Number and routing number (for electronic check payments – Electronic Funds Withdrawal) or credit/debit account number (for credit/debit card payments) and other applicable payment information
- ☐ Signatures of partners on the Signature Form, which can be printed from SCBOS and faxed or uploaded to the Secretary of State

Other Sections (may be optional)

Business Personal Property (per location)

- ☐ Estimated date when entity began/will begin conducting business within the state
- ☐ Daytime business phone number

Corporate Tax Registration (per business)

- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Month the tax year ends
- ☐ Business phone number
- ☐ Involved in banking or a service regulated by the Public Service Commission

Retail Sales License (per location)

- ☐ Location Doing Business As (DBA) name or trade name
- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Phone number
- ☐ Products sold
- ☐ Estimated date of first sale

Employment (per business)

- ☐ Number of employees

Withholding Account

- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Business phone number
- ☐ Anticipated first date of employment in South Carolina
- ☐ Anticipated date of first payroll in South Carolina
- ☐ Is employment seasonal
- ☐ Principal place of business – in or outside SC
- ☐ Estimated Federal Withholding for the quarter

- ☐ Estimated highest quarterly payroll

Unemployment Account

- ☐ Federal withholding (941 total) during the previous 12 months
- ☐ Is the business liable for Federal Unemployment Tax (FUTA form 940)
- ☐ First quarter ending date that payroll was (will be) \$1500 or more

You start getting familiar with SCBOS by checking out the tutorials which will take you step by step through the SCBOS Web site with topics including: How to Use the SCBOS Tutorials, How to Login for the First Time, and South Carolina Business One Stop (SCBOS) Overview.

Once you've had a chance to familiarize yourself with SCBOS, go to www.scbos.com and create a user account by clicking on the "New User" button. Once you've setup your new user account and have created a personal profile with "Secret Questions" to protect your identity, proceed to "User Workspace" and click on "Registrations" located on the top navigation toolbar. Select "Start New Business" or "add Existing Business" and work your way through each question. Remember, you can always hit the "Pause" button to save your Application and resume at a later date.